

CHECKLIST FOR SPECIAL EVENTS APPLICATION

The following information is required to be submitted when applying for SPECIAL EVENTS:

1. _____ Special Event Application/Permit (pg. 1, 2 & 3)
2. _____ Map showing proposed event site/layout/route (if larger than 11 x 17, please submit 10 copies).
3. _____ Owner affidavit.

FILING FEE: \$50.00 processing fee (non-refundable).

PROCEDURES:

1. Application shall be submitted to Leesburg Planning & Zoning Division no later than 60 days prior to event.
2. The application will be forwarded to Parks and Recreation Department for their review and processing. Please contact the Parks and Recreation department (728-9888) for status of application.

SPECIAL EVENT POLICY & GENERAL INSTRUCTIONS

I. DEFINITION

1. Special Events shall mean any meeting, activity, parade or gathering of a group of persons, animals or vehicles or combination thereof, having a common purpose on any publicly or privately owned property, sidewalk, alley, park, lake or publicly or privately owned place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public place or building so as to preempt normal public or private use of space or which deviates from the established, legally permitted use of a space or building. Special events are activities that are of a temporary or seasonal nature. Any activity that is not so determined, shall comply with all applicable City requirements including, but not limited to, the City's land development regulations. All temporary and seasonal sales on publicly or privately owned property or parks shall be considered special events.

II. APPLICANT'S PACKET:

1. General Instructions and Policies.
2. Application Form

III. PACKET AVAILABILITY/SUBMIT APPLICATION AT:

City of Leesburg, Community Development
214 N. 5th Street
Leesburg, Florida 34748

IV. MAIL APPLICATION TO:

City of Leesburg Community Development
Attn: **Special Events Application**

V. APPLICANT'S PROCEDURAL SYSTEM:

1. Submit with your application with all of the following:
 - a. \$50.00 Processing Fee (non-refundable).
 - b. Site setup diagram and a location map.
 - c. Requests for City Personnel & equipment submitted on form provided with application.
 - d. Clean up bond shall be submitted seven (7) days prior to Event Date. A minimum of One Hundred-Dollar (\$100.00) Per Day Damage/Clean-up Deposit of additionally as may be determined by the City Manager or designee for Non-City sponsored events is required at permitting. (Refundable pending approved post event inspection)
 - e. All applications shall be returned by the applicant a minimum of sixty (60) days prior to event.
 - f. The event application will be reviewed within fifteen (15) calendar days by City Staff.
2. The Development Review Committee members are appointed by their respective City departments head. They are accountable to their own department heads for their recommendations and decisions concerning special events. The Committee is made up of representatives from the following departments (Community Development, Police, Fire, Public Works, Recreation & Parks, Water, Wastewater, Electric, Gas, and Finance.)

- a. Each Committee member is responsible for establishing the guidelines and requirements for each event relevant to department operations. Guidelines and requirements should be reviewed on an annual basis and revised accordingly.
- b. The Development Review Committee review application and forwards recommendations to the City Manager or designee. The City Manager or designee will approve or deny the application.
3. Upon receiving confirmation, the applicant will remit the required permit fee(s) seven (7) days prior to event setup day. **Applicant's copy of permit(s) and approved application must be at the event at all times.**
4. Following the event, the applicant will be billed for any additional expenses that may have been incurred. The applicant shall be responsible to pay any additional charges within (14) days subsequent to the event.
5. The event sponsor must provide a certificate of insurance listing the City of Leesburg as additionally insured and must be submitted seven (7) days prior to event setup day.

VI. POLICIES:

1) **APPROVAL OF EVENT:**

- a) The Development Review Committee shall review the following special event applications for approval or denial. **(Request for Alcoholic Beverages/Outdoors, Street Closure, Carnivals/Circuses, Parades, Pyrotechnics, Bonfires or Ceremonial Type Fires and any request to Waive Special Event Policies and/or Fees).**
- b) The Development Review Committee shall review all special event applications for approval or denial within the required time period accept as may otherwise be provided.

2) **FEE CHARGES:** Payment of all charges shall be made to the City of Leesburg. Applicants shall be charged for:

Processing Fee
Appropriate Permit Fees
Monitor/Supervision Services
Utilities Services
Crowd Control/Security/Police Services
Special Maintenance Services
Site/Equipment Repairs
First Aid/Paramedics/Fire Services
Damage/Cleanup Deposit. (See Section V Item 1d).

- 3) **CITY EQUIPMENT:** P.A. system, tables, chairs, piano, etc. **shall not** be loaned nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purposes.
- 4) **RESERVATION DATE:** It is suggested, prior to application submission, that the Recreation & Parks Department tentatively reserve the location and date of the event. Upon application approval, the date will be confirmed.
- 5) **SITE VIEWING:** When special City facilities are involved, the applicant agrees to be present for a Pre-event Site Inspection, and if needed, a Post-event Site Inspection.
- 6) **CAPACITY:** The City has the right to deny the use of a site because of capacity standards.
- 7) **TERMINATION OF EVENT:** Applicant understands that at any time during the event, the Chief of Police and/or Fire Chief or their representative, may order termination of the special event if it is violation of any law or ordinance, or if it endangers any person, participant or spectator, or if it threatens the peace and dignity of the community; or if it creates unmanageable problems for public safety officials whereby the proper execution of their duties are endangered.

- 8) **TIMES OF EVENTS:** The City shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.
- 9) **OCCUPATIONAL LICENSES:** If the Special Event sponsor(s) need to hire an entrepreneur to sell and receive part of the profits, then the entrepreneur must obtain a proper City occupational license. This shall apply to public promoters and carnivals.
- 10) **PORTABLE RESTROOMS:** Required number and location to be determined by the City. Said facilities shall be removed within 24 hours after the conclusion of the event.
- 11) **TRASH & CLEAN UP:** Applicant shall pay for needed dumpsters and/or roll-outs. The applicant shall be responsible to clean up the site. The applicant shall be billed for any additional special maintenance services required for the event.
- 12) **TENTS:** Any tent, 400' square feet or larger, must have a fire retardant certificate. Permits for all tents 400' square feet or larger must be obtained from the City of Leesburg, Community Development Department. (Permit Specialist 352-728-9750). Application must be made no more than 7 workdays (Monday-Friday) prior to set-up. City staff approval is required for tent locations to prevent possible damage to gas or water lines.
- 13) **SPECIAL STRUCTURES:** Any special structures such as fences, platforms, electrical structures, etc. require separate permits and must comply with all appropriate codes and be City-inspected for final approval.
- 14) **ADVERTISING:** No advertising or distribution of flyers, brochures, posters, etc. regarding the event is to take place until the date(s) and time(s) have been approved in writing by the City.
- 15) **CITY SPONSORSHIP:** Any organization that receives \$500 or more of waived fee charges or permit fees, and/or cash contribution from the City of Leesburg for an event, must recognize the City of Leesburg as an "official sponsor" of the event. The City's name and logo **MUST** be used on all of the following marketing materials: *Newspaper Advertising, Television Advertising, Radio Advertising, Pay Check/Bill Inserts, Posters, Flyers, Brochures and Billboards*. The organization must submit copies of all advertisements to the Recreation and Parks Department no later than (30) calendar days prior to event date.
- 16) **SIGNS & BANNERS:** All signs & banners permit fees must be paid. Contact Community Development Department prior to placing any signs or banners for permit information and sign regulations.
- 17) **SELLING FOOD:** The State Division of Hotel and Restaurants must pre-approve the vendor's equipment. The Applicant is responsible for obtaining the approval from the State Division of Hotel and Restaurants and any other required government agencies.
- 18) **COOKING OUTDOORS:** Proper preventative measures shall be taken to prevent grease from dropping onto the ground, streets, sidewalks, paving, etc. Properly approved arrangements shall be made for the confinement and disposal of grease.
- 19) **ALCOHOLIC BEVERAGES/OUTDOORS:** If the intention to serve alcoholic beverages outdoors is indicated on the special events application, the Recreation and Parks Department will request approval from the City Manager or designee. The City Manager or designee may require the presence of security, such as an off-duty Police Officer as a condition of approval. Special Events on publicly owned or private property follow standard Special Events procedures. *Must provide a copy of Division of Alcoholic Beverages/Tobacco permit to the City of Leesburg prior to receiving City's Permit.*
- 20) **ALCOHOLIC BEVERAGES/BUILDINGS:** The City Manager or designee may grant approval for use of alcoholic beverages inside City buildings for special purposes uses such as bridal showers, weddings, special parties, etc. The City Manager or designee may require the presence of security, such as an off-duty Police Officer as a condition of approval.

- 21) **STREET CLOSURE:** Events requiring street closure and parades must be submitted sixty (60) days prior to event. Applicant requesting street closure shall be responsible for all costs of traffic notification signs and barricades (number of signs and barricades determine by Development Review Committee).
- 22) **CARNIVALS/CIRCUSES:** Carnivals or circuses will be allowed within (300) three hundred feet of a residential area with the approval by the City Manager or designee. (i.e., Venetian Gardens & Lake Square Mall)
- 23) **PARADES:**
- a) Map of parade route to be submitted sixty (60) days prior to the event.
 - b) The Applicant is responsible for cost to the City in order to provide fencing and/or barricades between parade participants and spectators.
 - c) It is also to be understood that NO fireworks or other explosive-type devices are to be used by parade participants along the route, which may cause injury or danger to spectators, or participants.
 - d) A permit from the State Department of Transportation to close a State street, Lake County for all County roads and/or a permit from the City of Leesburg to close a City street shall be needed along with a parade route. (The Applicant is responsible for obtaining all approvals from the necessary State and County agencies). Note: This application will serve as permission for street closure for the City of Leesburg jurisdiction.
- 24) **PYROTECHNICS:** Any event utilizing any type of pyrotechnic displays or devices shall obtain the proper permit from the Fire Department. (352) 728-9780
- 25) **BONFIRES OR CEREMONIAL TYPE FIRES:** Any events utilizing a bonfire or ceremonial type fire shall require a permit. The possibility of Fire Department Unit on a stand-by-basis including the applicable fee may also apply. (352) 728-9780
- 26) **SPECIAL EFFECTS:** Any event utilizing any type of special effects not mentioned above, such as those involving cryogenics, open flame devices, etc. shall require the proper Fire department permit(s) and inspection.
- 27) **AMPLIFICATONS:** All Amplify Sound Systems shall abide by current City noise regulations.
- 28) **POST EVENT REPORT:** Applicant further understands that records shall be kept of all Special Events and that repeated request for approval of Special Events shall be determined by previous performance history according to records on file as well as existing ordinances, policies, rules, and procedures.
- 29) **REQUEST TO WAIVE SPECIAL EVENT POLICIES AND/OR FEES:** Any organization may request a policy amendment or fee waiver. Policy amendments and fee waiver requests must be submitted in writing with the application to the Recreation and Parks Department **no later than (60) calendar days prior to the event date.**
- a) Fee waiver requests will be reviewed and event organizer will be contacted within ten (10) working days after the request has been submitted regarding the status of their request. All Special Event Fee Waiver Requests must follow all the guidelines in this Policy. If an event Fee is waived, the fees will be refunded through a check request from the Finance Department within thirty (30) days. **Damage/Cleanup Deposit fees can not be waived.**
- 30) **INSURANCE:** The applicant shall be responsible for providing the City of Leesburg a Certificate of Insurance as required by the City including coverage for, but not limited to, Personal Injury, Bodily Injury and Property Damage for each occurrence must be submitted for review and must name the City of Leesburg as Additional Insured. Also, the City reserves the right to change these limits and/or coverage of insurance. Risk Management for City will make the final determination that the required insurance limits and/or coverage are met.

PLEASE NOTE: The items below must appear on the Certificate of Insurance and must name the City of Leesburg as Additional Insured, if any of these situations apply:

Automobile Liability Insurance Providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.

Product Liability Insurance will be required for sale or distribution of any products (ie. food, beverages, fireworks and souvenirs) at the event. Each vendor (an entity in the business of making a profit) must provide proof Products Liability Insurance at the amount requested by City Staff.

Worker's Compensation Insurance, in accordance with Florida State Statutes, will be required and afford protection to, any City of Leesburg off duty employees hired by the event holder/sponsor to work the event.

Liquor Liability Insurance with a minimum limit of \$1,000,000 or additionally as deemed necessary by the City Manager or designee depending on the event will be required if there is the sale or consumption of alcoholic beverages at the event.

Other Insurance _____

Hold Harmless Agreement must be signed on application.

31) **DISCRIMINATION:** Special event shall not discriminate against participants or observers as to race, color, religion, sex, national origin, age, handicap, marital or veteran status.